

Elementary (Grades 5-8) Summer School Programs

FREQUENTLY ASKED QUESTIONS

Q. 1. Where can I find information about the elementary grades 5-8 summer school program?

A. 1. Visit <https://www.nd.gov/dpi/Administrators/TSE/summer/> for North Dakota Administrative Code (NDAC), projected state aid payments, and other important information relating to the elementary grades 5-8 summer school program. Course descriptions can be found online in the [PK-12 Course Codes and Descriptions](#).

If you have specific questions regarding elementary grades 5-8 summer school programs, please contact the Teacher and School Effectiveness Unit by phone at (701) 328-4563.

Q.2. How does a program qualify for state aid?

A.2. In order for a district to qualify to receive state aid for summer school programming, the Summer School Application and the Summer School Licensed Personnel (MIS03) reports on STARS must be completed and approved BEFORE the program can begin. Applications must be submitted for review 15 days prior to the start of the program. (NDAC 67-24-01-01)

Q.3. Who can teach in an elementary grades 5-8 summer school program?

A.3. North Dakota Century Code (NDCC) states that only individuals holding a North Dakota educator's professional license for the grade level and content area of instruction may teach an elementary grades 5-8 summer school program (NDCC 15.1-13-17, NDCC 15.1-18-03, and NDAC 67-24-01-03).

Q.4. Is an aide/paraprofessional allowed to teach summer school?

A.4. No. An aide may assist in the classroom when the instructor is present; however, aides/paraprofessionals cannot teach in a summer school program.

Q.5. What courses may be taught in an elementary grades 5-8 summer school program?

A.5. Only reading, mathematics, science, and social studies courses may be taught, and if the elementary grades 5-8 summer school program courses are being paid through state aid, prior approval must be received from the Department of Public Instruction. If the course is not part of the regular school curriculum, it must be adopted by the school board and must be made available to all elementary students. (NDAC 67-24-01-03)

Q.6. When can summer school courses be held?

A.6. Summer school classes must be conducted between the closing date of the regular school term and the beginning date of the next regular school term. (NDAC 67-24-01-04)

Q.7. How many hours of instruction are necessary for an elementary grades 5-8 summer school program to qualify for state aid?

A.7. An elementary grades 5-8 summer school program must provide 60 hours of instructional time to *every* student. (NDAC 67-24-01-04) Program time must be allocated in one of the following ways:

- 60 hours of reading instruction, if the program is only for students in reading,
or
- 60 hours of mathematics instruction, if the program is only for students in mathematics,
or
- 60 hours of science instruction, if the program is only for students in science,

or

- 60 hours of social studies instruction, if the program is only for students in social studies,
- or
- A minimum of two 30 hour segments in reading, mathematics, science, or social studies instruction. The instruction *may not* be allocated in different proportions (e.g. 40 hours of reading and 20 hours of mathematics).

Q.8. How many students can participate in an elementary grades 5-8 summer school program course?

A.8. Elementary grades 5-8 summer school program classes can have *no more than 25 students* being served by one licensed teacher in a class. (NDAC 67-24-01-05)

Q.9. How is student *eligibility* and *state aid payment eligibility* determined for elementary grades 5-8 summer school program courses?

A.9. Any student in grades 5-8 can attend elementary grades 5-8 summer school program courses and are eligible for state aid payment. (NDAC 67-24-01-05)

Q.10. How are student grade levels determined?

A.10. Students participating in elementary grades 5-8 summer school programs are to be reported *in the grade that they have been promoted to in the fall*. (NDAC 67-24-01-05) Outlined below are examples to help clarify this:

- If a student was in grade 8 in the school year that just ended and has successfully completed that grade, the student has been promoted to grade 9, that student must be enrolled in a high school (Grades 9-12) summer school program. Therefore, the child would not be eligible to participate in an elementary grades 5-8 summer school program.
- If a student was in grade 8 in the school year that just ended but the school *requires* the student's successful completion of a summer course in order for the student to be promoted to grade 9, the student is still considered to be in grade 8. Therefore, this child would be eligible to participate in an elementary grades 5-8 summer school program.

Please note: Districts must report ALL summer school students, grades 5-8, under the grade level in which they have been promoted to in the fall. This is the grade level that will be reported in order to receive state aid payments.

Q.11. What action should be taken when a student misses days of a summer school program?

A.11. Each elementary grades 5-8 summer school program must have a policy regarding attendance, including consequences for a student missing days of the program. Students must be in attendance in order to receive state aid payment.

Q.12. Will the summer school program be monitored?

A.12. Yes, the Department of Public Instruction may monitor summer programs by reviewing documentation and may also conduct on-site visitations, as necessary. (NDAC 67-24-01-06)

Q.13. May a student take a summer school course from another school district?

A.13. Yes; however, the two school districts must complete and concur on a tuition agreement. (NDAC 67-24-01-07)

Q.14. Can students from private schools attend the district's state funded summer school program? If so, would we receive summer school state aid for their attendance?

A.14. Yes, as long as the private school student is a resident of that district. These private school children essentially become public school children for the summer. Whom ever does the district's summer school reporting will want to be sure to exit code the private school children as "transferred within the district" at the end of the summer school session. If they are not a resident of the district, a tuition agreement between the two districts would need to be established.

Q.15. What are a school's responsibilities if there are changes after the school's application has been submitted or approved?

A.15. The school must submit an amended application to the Teacher and School Effectiveness Unit. The amended application must provide the same type of information as is required on the original application.

It is not uncommon for the number of students who actually enroll in a course to vary somewhat from the number identified on the school's original application. *Any increases that result in the employment of additional personnel must be reported as an amendment to the application. Additionally, staff would need to be reported on the Summer School Licensed Personnel (MIS03) report on STARS.*

In the elementary grades 5-8 summer school program, a maximum of 25 students may be instructed by one licensed teacher. For instance, if 24 students initially enroll, but on the first day of summer school 2 more students enroll, the school would be required to have 2 instructors. Both instructors must be licensed in the grade level and content areas in which the students need instruction. Schools do have the flexibility to provide alternative scheduling formats (morning and afternoon sessions, for instance); however, this information must be clearly communicated to the Department of Public Instruction and must receive prior approval.

The program must provide the required hours of actual instructional time to qualify for state aid. If unforeseen circumstances occur (such as the school building being closed for emergency reasons or illness of the instructor), the instructional time must be made up and the Department must be notified immediately of the change.

Please note, only approved courses and programs are eligible to receive state aid payment. If changes are made (i.e., additional staffing, additional courses) and not approved by the Department of Public Instruction, state aid payment for the course will not be made.

Q.16. Can an elementary grades 5-8 summer school program be funded through multiple funding sources?

A.16. Yes. However, before multiple funding sources are used, school districts must be sure that the program meets ALL requirements for funding from ALL funding sources. (For example, courses available, time requirements, identification of students, teacher requirements, etc.)

Q.17. What fees can schools legally charge for summer school?

A.17. Only those fees specifically allowed in NDCC 15.1-09-36 can legally be charged for summer school.

Q.18. How/When can a school's summer school data be submitted for state aid payment?

A.18. To receive state aid payment for the summer program, the school must submit the summer school data to the Department of Public Instruction, Office of School Finance, via the Summer School Enrollment report on STARS at the close of the program. (NDAC 67-24-01-08). If you have questions regarding the submission of summer school data, please contact the Office of School Finance at (701) 328-2236.

March, 2015